

JOB OPPORTUNITY

STATE OF HAWAII

DLIR

Department of Labor and Industrial Relations (DLIR)
830 Punchbowl Street, Room 312
Honolulu, Hawaii 96813 Phone (808) 586-9040

Opening Date: August 11, 2006

EXECUTIVE DIRECTOR
OFFICE OF LANGUAGE ACCESS
\$65,000 - \$80,000 Per Year
OAHU (Downtown Honolulu) Employment

Exempt, Non-Civil Service Position. Salary negotiable. Continuous recruitment until needs are met.

Job Duties: Responsible for coordinating and providing leadership, oversight and technical assistance to state agencies and covered entities in their implementation of language access requirements under Act 290 (2006) (a Bill for an Act relating to language access). Reviews and monitors language access plan of each state agency and covered entity for compliance. Consults with language access coordinators, language access advisory council, department directors and leaders of covered entities. Adopts rules as necessary to address the language needs of limited English proficient persons. Represents the Office of Language Access (OLA) before the legislature. Supervises staff of 5 exempt employees including a Staff Attorney, Research Analysts (2), Legal Clerk and Clerk Typist.

Minimum Qualifications: Must be a college graduate with bachelor's degree. Six years of work experience in a field related to the work of the OLA, such as social work, civil rights law, providing services to various ethnic groups, refugees or immigrants, highly desirable. Excellent oral and written communication, computer program and presentation skills; strong organization, analytical, problem solving, interpersonal, project management, conflict resolution, and fiscal management skills; able to establish and maintain cooperative work relationships and utilize innovative and creative approach to problem resolution. General knowledge of language access, government procurement, personnel and human resource laws. Experience in a supervisory, consultative or administrative capacity. Demonstrate positive attitude and sensitivity to assist limited English proficient persons.

To apply, you may send a resume or complete the Application for Exempt Employment (HRD 278) form which can be downloaded from our website: <http://hawaii.gov/labor/jobs.shtml>. You can also call the Department of Labor and Industrial Relations Personnel Office (DLIR) at (808) 586-9040 to have an application form mailed to you. Send your resume or completed application to the DLIR Personnel Office, 830 Punchbowl Street, Room 312, Honolulu, Hawaii 96813. Applicants may also apply through the DLIR's HireNet Hawaii system at www.hawaii.gov/labor.

An Equal Opportunity / Affirmative Action Employer